

The procedure followed in the decision making process, including channels of supervision and accountability.

Appeals and Complaints are decided/adjudicated upon as per the provisions of the RTI Act, 2005 read along with Right to Information Rules, 2012.

Administrative and Financial matters are dealt with as per extant Govt. of India guidelines, Rules and regulations and Central Secretariat Manual of Office Procedure to the extent possible.

Annual Report is prepared as per Section 25 of the RTI Act.

A graphic chart showing channels of Supervision and Accountability is enclosed. The chart is not fully being followed on account of vacancy of regular Registrar. The process of selection is underway.----see Annexure

**CHANNEL OF SUBMISSION OF VARIOUS TYPES OF CASES AND
THE LEVEL OF FINAL DISPOSAL**

S.No.	Type of Cases	Level of Final Disposal	Channel of Submission
1.	Policy matters	CIC	DS/AS /Secy.
2.	Annual Plan	CIC	DS/AS/Secy.
3.	Parliament questions-assurances	CIC	JS(A)/AS/Secy.
4.	Matters related to Parliamentary Standing Committee - All matters related to Parliament	CIC	DS/JS(A)/AS/Secy.
5.	All cases of Foreign Assignment	CIC	DS/JS(A)/AS/Secy.
6.	Intimation under conduct rules regarding transaction of movable and immovable property	CIC	DS/JS/AS/Secy.
7.	No objection for extension of deputation (Two types)	CIC	DS/JS/AS/Secy.
8.	All matters on Recruitment Rules	CIC	DS/JS/AS/Secy.
9.	Appointment/Promotion of Group A & B officers	CIC	DS/JS/AS/Secy.
10.	Transfer/Posting of Group A&B officers	CIC	DS/JS/AS/Secy.
11.	Forwarding of applications for deputation etc.	CIC	DS/JS/AS/Secy.
12.	Purchase of Staff Car	CIC	DS/JS/AS/Secy.
13.	Office accommodations shifting/allotment of rooms	CIC	DS/JS/AS/Secy.
14.	Court cases	CIC	DS/JS/AS/Secy.
15.	Commission's meetings/agenda papers	CIC	DS/JS/AS/Secy.
16.	Matters relating to retired information Commissioners	CIC	DS/JS/AS/Secy.
17.	Annual Conventions	CIC	DS/JS/AS/Secy.
18.	Matters relating to deployment of contractor for supplying DEOs, Stenos, Staff Car Drivers, Peons etc.	CIC	DS/JS/AS/Secy.
19.	Annual Report	CIC	DS/JS/AS/Secy.
20.	Engagement of Consultants	CIC	DS/JS/AS/Secy.
21.	Engagement of Legal Retainers	CIC	DS/JS/AS/Secy.
22.	Staff car drivers deployment	CIC	DS/JS/AS/Secy.
23.	VIP Reference	CIC/Secretary	DS/JS/AS/Secy.
24.	Training	Secretary	DS/JS/AS/Secy.
25.	Budgetary matters	Secretary	DS(P&B)/JS(P&B)/AS
26.	Proposal for BE and RE	Secretary	DS(P&B)/JS(P&B)/AS
27.	Re-appropriation of funds	Secretary	DS(P&B)/JS(P&B)/AS
28.	Audit objections	Secretary	DS(A)/JS(A)/AS
29.	No objection for issue of Passport	Secretary	DS/JS/AS

30.	Vigilance Clearance	Secretary	DS/JS/AS
31.	Record/Review/Weeding out of old files	Secretary	DS/JS/AS
32.	Record room matters	Secretary	DS/JS/AS
33.	Appointment/promotion of Group C&D officers	Secretary	DS/JS/AS
34.	All matters relating to C.R. Section	Secretary	DS/JS/AS/Secy/Registrar
35.	Appointment of CPIOs under RTI Act	Secretary	DS/JS/AS/Secy.
36.	Sanction of leave recommended by the competent Authority	Secretary for JS& AS, AS for DS and below, CIC for Secretary	DS/JS/AS
37.	Deployment of outsourced persons	Secretary/AS	DS/JS/AS
38.	OTA Bills	AS(HOD)	DDO/DS(A)/JS(A)
39.	Re-imburement of medical bills – relaxation cases	AS(HOD)	DS(A)/JS/(A)
40.	LTC and TA Advances	AS(HOD)	DS(A)/JS(A)
41.	GPF Advance and Withdrawal	AS(HOD)	DS(A)/JS(A)
42.	Reimbursement of Medical Bills – relocation cases	AS(HOD)	DS(A)/JS(A)
43.	Acceptance of declaration of Home Town for the purpose of LTC	AS(HOD)	DS/JS
44.	Adjustment/claim bills of LTC/TA	AS(HOD)	DS(A)/JS(A)
45.	Acceptance of nomination of the DCRG, GPF, CGEIGS etc. on behalf of Head of Office/Head of Department	AS(HOD)	DS/JS
46.	Final payment of GPF on retirement	AS(HOD)	DDO/DS/JS
47.	Installation of telephone as & when required	AS(HOD)	DS/JS
48.	Scooter/Motor Car advance	AS(HOD)	DS/JS
49.	Festival and other advances	AS(HOD)	DS/JS
50.	House Building Advance	AS(HOD)	DS/JS
51.	Reimbursement of newspaper bills	AS(HOD)	DS/JS
52.	Reimbursement of Telephone Bills	AS (HOD)	DS/JS
53.	Entertainment charges/Reimbursement of bills	AS (HOD)	DS/JS
54.	Maintenance of Staff Car	AS (HOD)	DS/JS
55.	Purchase of office equipment	AS (HOD)	DS/JS
56.	Maintenance of office equipment	AS (HOD)	DS/JS
57.	Annual Maintenance Contract	AS (HOD)	DS/JS
58.	All work related to office automation/computerization	AS (HOD)	DS/JS
59.	Telephone directory and telephone list	AS (HOD)	DS/JS
60.	Passing of telephone/mobile bills – office and residential	AS(HOD)	DS/JS
61.	Shifting of telephone	AS (HOD)	DS/JS
62.	Calculation of Pension and other pensionary benefits	AS (HOD)	DS/JS
63.	Grant of taking permission and medical treatment from CGHS re-cognized hospitals	AS (HOD)	DS/JS

64.	Fee to Advocates	AS (HOD)	DS/JS
65.	Purchase of stationary items	AS (HOD)	DS/JS
66.	All matters relating to Dak & Despatch Section	AS	DS/JS
67.	Petrol Bills	AS (HOD)	DS/JS/AS
68.	Purchase of furniture/repair/maintenance	AS (HOD)	DS/JS/AS
69.	Preparation of monthly salary and supplementary bills	AS(HOD/JS	DS/JS
70.	Forwarding application to Directorate of Estates for Govt. Accommodation	JS	SO/DS/JS
71.	Verification of qualifying service	DS(A)	SO/DS (A)
72.	All matters relating to issue of Identity Cards	JS	SO/DS/JS
73.	GPF Annual Statement	DS(A)	DDO/DS(A)
74.	Verification of services	DS(A)	SO(A)/JS/AS
75.	GPF Calculations	DDO	UDC/DDO
76.	Calculation of Income Tax	DDO	UDC/DDO
77.	Preparation of Form-16 and 16-A	DDO	UDC/DDO
78.	RTI matters	CPIO	CPIO
79.	CGEGIS	SO(A)	UDC/SO(A)
80.	Reimbursement of Tution Fee Bill	AS/HOD	DS(A)/JS(A)/AS
81.	Transfer/Posting of Group 'C' & 'D' Employees	Secretary	DS(A)/JS(A)/AS

ORGANIZATION CHART

